

Alma College  
Use of Provost Funds Transfer Request

The **instruction general, provost and academic general** department numbers will no longer be available in the pcard system. Faculty and staff should post the expenses to their department budgets using the "faculty professional development" object code and then complete this form within 60 days of the expense for fund reimbursements.

Name on P-Card: \_\_\_\_\_

Department Name and # Originally Charged: \_\_\_\_\_  
10-XXXXXX-540410

Name of P-Card Expense Report, *i.e.*, April 2016 \_\_\_\_\_  
*(Please use a separate form for each expense report)*

Note: receipts **must** be uploaded to the p-card system and **accurate descriptions** are required for processing.

Reason for expenses:

Expense(s) transferred to:	<input type="checkbox"/> Faculty Professional Development	Amount to Transfer: \$ _____
	<input type="checkbox"/> Presenter's <i>(please attach verification of presentation)</i>	\$ _____
	<input type="checkbox"/> Faculty Small Grant	\$ _____
	<input type="checkbox"/> Faculty Publication Support	\$ _____
	<input type="checkbox"/> Faculty/Staff Recruiting	\$ _____
	<input type="checkbox"/> Other: _____ <i>(Please list)</i>	\$ _____
		<b>Total Amount to Transfer: \$ _____</b>

Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

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*To be completed by Provost's Office Staff*

Account # to Charge: _____	Amount to Charge: \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>Total Amount to Charge: \$ _____</b>

Provost Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*Provost office will forward approved form to Financial Services listing the account numbers to be charged.  
The Financial services office will credit your department's "faculty professional development" line, prepare and post the entry.*